United Nations ST/IC/2003/35

Secretariat

3 June 2003

English only

Information circular*

To: Members of the United Nations staff payrolled from Headquarters

From: The Controller

Subject: **Registration of e-mail addresses for delivery of pay slips**

1. In an ongoing effort to improve efficiency and enhance client service, pay slips for staff payrolled from Headquarters will be sent to individual staff members via e-mail beginning with the end of June 2003 payroll. United Nations offices away from Headquarters that are not yet transmitting pay slips by e-mail will begin using this delivery modality for staff payrolled from their offices based on a schedule to be announced locally.

2. The transmission of pay slips via e-mail will ensure timely and secure delivery while providing staff the flexibility of accessing their pay slip from wherever they have access to their e-mail address. It is also more cost-effective than printing and distributing paper pay slips.

3. Successful use of this functionality, however, requires that e-mail addresses be accurate and up to date. An online e-mail registration web site to be used by staff members to record and maintain their e-mail address has been launched as follows:

United Nations Intranet web site: https://registration.un.org/

4. Staff members will be asked to provide their index number and to answer several questions for initial identification. They will also be asked to confirm their own official United Nations e-mail address. As the United Nations e-mail system is more robust than most personal e-mails, which are frequently subject to quota or volume limitations and expiration dates, staff should use only their official United Nations e-mail address for receipt of their e-PaySlips. Each user will receive at the e-mail address provided during the registration process an acknowledgement and an automatically generated password. The user will then be asked to change that initial password to a personal password of his or her choice. This will confirm both the accuracy of the current e-mail address and the identity of the staff member receiving future e-PaySlips.

* The present circular will be in effect until further notice.

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5. Staff members having difficulty accessing the above Intranet site may register at the following site, using the process described above:

Internet web site: www.epas.un.org/unreg.nsf

As indicated by the address, this is the registration site already used for e-PAS, which uses the same registration process as e-PaySlip. Taking advantage of that commonality, and to facilitate the registration process for as many staff members as possible, staff who have already registered for e-PAS will automatically be registered for e-PaySlip, provided that they have already changed the automatically generated password to a password of their choice.

6. The actions needed are described in the following grid:

Registered for e-PAS	*Password changed*	*Action required*
Yes	Yes	None, you are automatically registered for e-PaySlip.
Yes	No	Change your password to complete the security requirements for e-PaySlip. (Password changes made for e-PaySlip will also be applicable to e-PAS.)
No	No	Register at one of the web sites noted above **and** change the system-generated password that will be e-mailed to you upon registering.

7. Staff members should ensure that they have registered for e-PaySlip or e-PAS at either of the two available web sites and that they have changed the automatically generated password by 10 June 2003 at the latest in order to ensure the proper receipt of future pay slips.

8. Staff members who register for e-PaySlip will automatically be registered to use e-PAS.

9. For assistance in the event that a problem is encountered while registering, staff should click "Support" at the bottom of the staff member registration log-in screen. Any staff member payrolled from Headquarters who subsequently has a problem receiving his/her e-PaySlip should request assistance via an e-mail to: imis-ny-payroll-helpdesk@un.org.

10. Any future change to a staff member's e-mail address must be registered through the use of one of the above-mentioned web sites to ensure receipt of pay slips. Maintenance of e-mail addresses through these sites is a staff member's responsibility.

11. Staff who do not have access to a computer and/or do not have an official United Nations e-mail address will continue to receive a printed pay slip until such access and/or address is provided.